

Internet Credit Card Module

This Process shows the screens for paying a filing fee via the internet, using a credit card. This feature allows you to defer payment until the end of the day and thereby only charge your credit card once. **You must settle payment by 8:00pm each day.**

In this scenario we are docketing a motion for relief from stay. **(If you are filing a new case, the steps are very similar, please see the end of this document for the steps.)**

STEP 1 Enter “y” in the text box as shown in **Figure 1** and click **Next**.

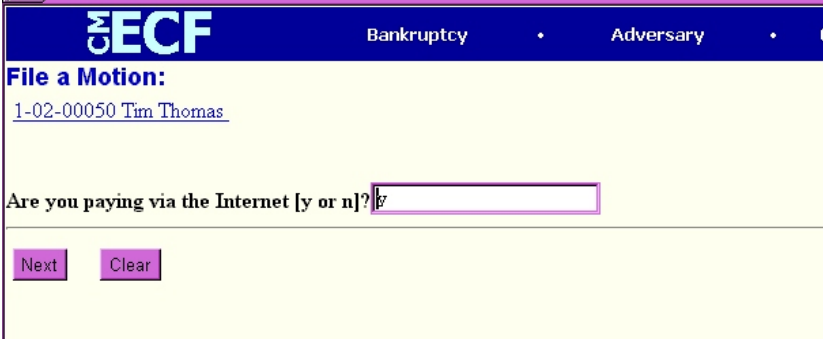
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation links for 'Bankruptcy' and 'Adversary'. Below the header, the page title is 'File a Motion:'. Underneath, there is a link '1-02-00050 Tim Thomas'. The main content area has a question 'Are you paying via the Internet [y or n]?' followed by a text input box containing the letter 'y'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

Figure 1

STEP 2 The Fee screen appears, click **Next**. (See **Figure 2**)

The screenshot shows the ECF interface with the same header and title as Figure 1. The link '1-02-00050 Tim Thomas' is present. Below it, the text 'Fee: \$75' is displayed. At the bottom, there are two buttons: 'Next' and 'Clear'.

Figure 2

STEP 3 The **Modify Docket Text** screen appears. Click **Next** to continue.

(See Figure 3)

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File a Motion:
[1-02-00050 Tim Thomas](#)

Docket Text: Modify as Appropriate.

Figure 3

STEP 4 The **Final Docket Text** screen appears. Once you are certain the docket text is correct, click **Next** to continue.(See **Figure 4**)

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File a Motion:
[1-02-00050 Tim Thomas](#)

Docket Text: Final Text

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure 4

STEP 5 You will then see the Notice of Electronic Filing screen display

with the **Electronic Payment** window on top of it. The Electronic Payment Window displays your summary of current charges. You may click on **Pay Now** or **Continue Filing**. Remember, you must pay all fees by 8:00 pm each day. In this scenario, we will choose **Pay Now**. If you choose **Continue Filing**, the Electronic Payment window will close.

(See Figure 5)

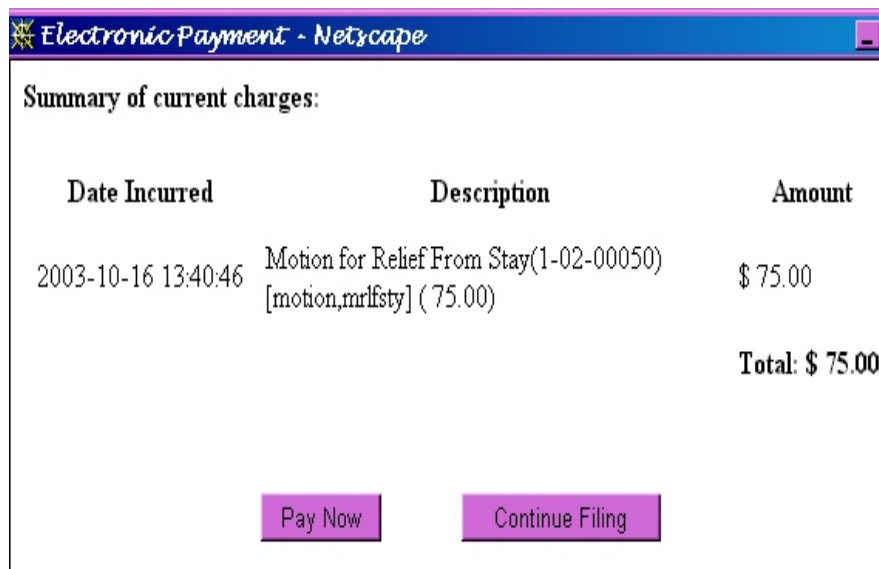


Figure 5

STEP 6 The **Payment Collections** screen appears. Click on the down

arrow next to **Card Type entry box** and select your card type. Next, type in your card number. (Do not use spaces) Then choose your expiration date month and year. After filling in the appropriate information, click **Submit Payment**. (See **Figure 6**)



Figure 6

STEP 7 You will then see the screen below. (See **Figure 7**)

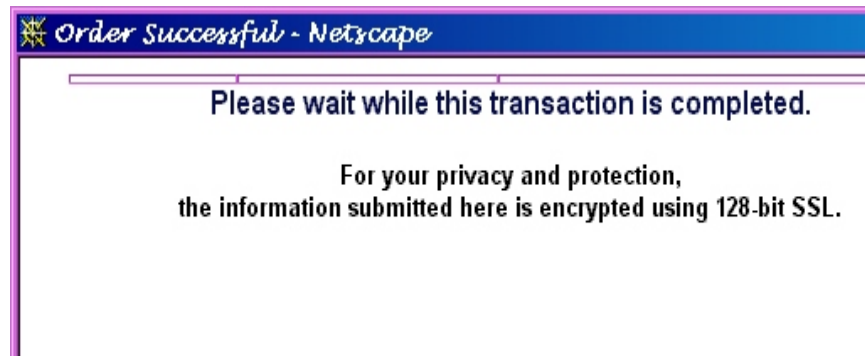


Figure 7

STEP 8 The **Transaction Receipt** screen displays. The Transaction number is your receipt number. Click on **Close Window**. (See **Figure 8**)

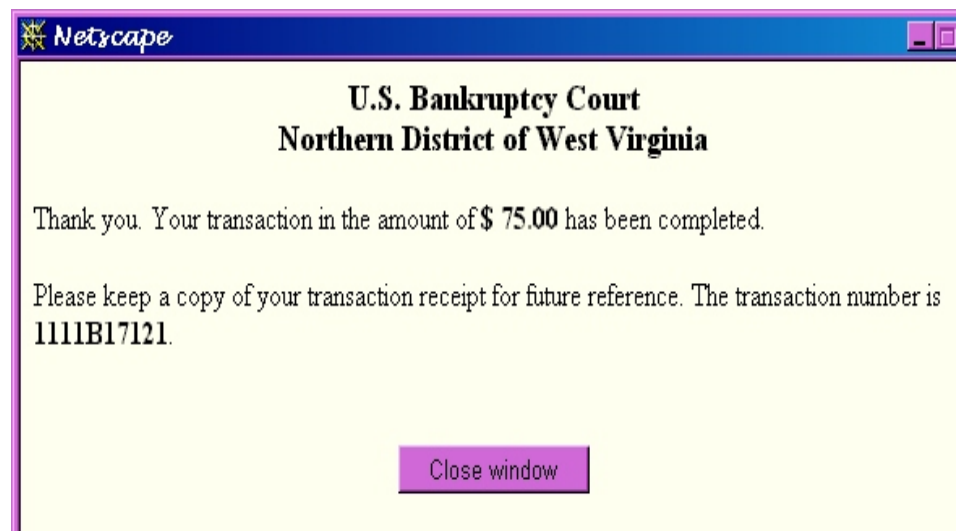
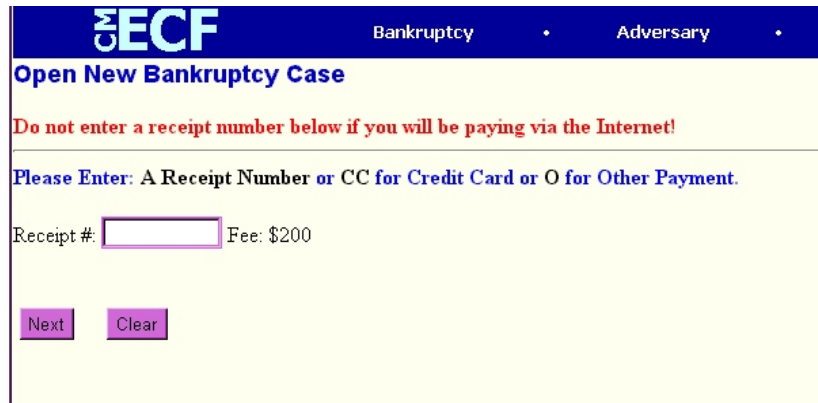


Figure 8

Here is the only screen that is different when you file a voluntary petition.

Follow the instructions and do not enter any information in the receipt number field. Click **Next**. (See **Figure 9**)



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Open New Bankruptcy Case

Do not enter a receipt number below if you will be paying via the Internet!

Please Enter: A Receipt Number or CC for Credit Card or O for Other Payment.

Receipt #: Fee: \$200

Figure 9

You will then see the Electronic Payment Window on top of the Notice of Electronic Filing, just as in step 5. Follow steps 6 through 8 to finish the payment.

The Internet Credit Card Module gives you 2 additional features under the Utilities Menu:
 Internet Payment History and Internet Payments Due
 (See Figure 10)



Figure 10

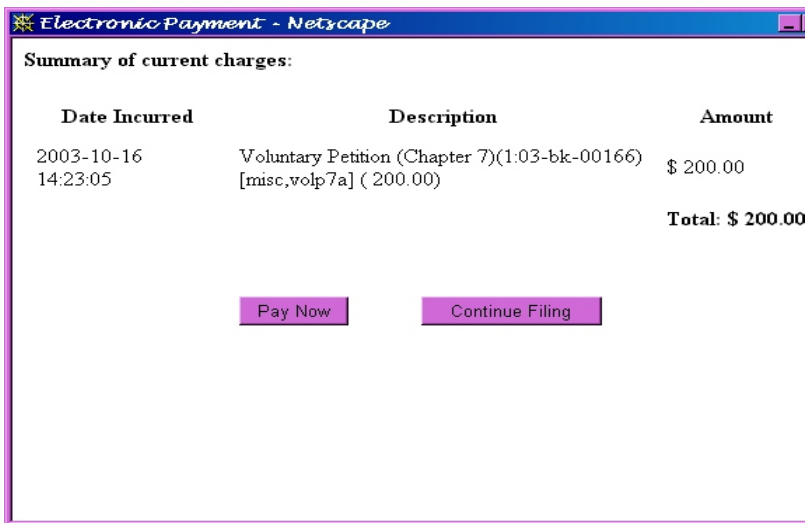
By clicking on the Internet Payment History Report and entering a date range, you are able to see what transactions have been charged to your credit card along with the associated transaction receipt numbers. (See Figures 11 and 12)

Figure 11

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U.S. Bankruptcy Court Northern District of West Virginia Internet Payment History for student0 , 9/1/2003 to 9/30/2003				
Date Paid	Description	Payment Method	Receipt #	Amount
2003-09-22 09:43:37	Motion for Relief From Stay(1:03-bk-00157) [motion,mrlfsty] (75.00)	credit card	1111E16799	\$ 75.00
2003-09-22 09:51:01	Voluntary Petition (Chapter 7)(5:03-bk-00164) [misc,volp7a] (200.00)	credit card	1111E16801	\$ 200.00

Figure 12

If you click on the option of **Internet Payments Due** under the Utilities menu, you may “settle” your account at any time. The **Electronic Payment** window opens if you have any outstanding credit card fees. (See **Figure 13**) You may then click on **Pay Now** and follow the screens to settle your account.



The screenshot shows a web browser window titled "Electronic Payment - Netscape". Inside the window, there is a section titled "Summary of current charges:". Below this title is a table with three columns: "Date Incurred", "Description", and "Amount". The table contains one row of data and a total line. At the bottom of the window, there are two buttons: "Pay Now" and "Continue Filing".

Date Incurred	Description	Amount
2003-10-16 14:23:05	Voluntary Petition (Chapter 7)(1:03-bk-00166) [misc,volp7a] (200.00)	\$ 200.00
		Total: \$ 200.00

Pay Now Continue Filing

Figure 13